



Your Brand Identity Site



Please contact your Brand Identity Specialist with any questions/inquiries at 800-965-6270 Option 1

Step 1: Login to your BSD site using your username and password

Customer Service: 888.263.3423 (888-2-OFFICE) Chat Now Technical Support: 800.269.6888

Office DEPOT.

Registered Customers

Login Name
MariaDiaz ←

Password
..... ←

☐ Keep me logged in ⓘ

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

[LOG IN](#)

experience the benefits of business made personal

[Not a customer yet?](#)
[GET STARTED ▶](#)

industry solutions
Get support tailored to your business size and industry, from education to government & much more.
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Find all the essential items you need to keep your business running as efficiently as possible.
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From copy & print to procurement & payment solutions, we help you stay focused on the big picture.
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dynamic programs
Get involved with Office Depot's many efforts to support diversity, the community and the environment.
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Step 2: Click on "Copy & Print"

Office DEPOT. [Order by Item Number](#) | [Bulletin Board](#) | [My Shopping Lists](#)

Search by Keyword or Item#

[My Account](#) [Orders](#) [Quick Entry](#) [My Lists](#) [Cart](#) 0 items \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies **Copy & Print**

what team are you pulling for? 3M NFL tape dispensers [SHOP NOW ▶](#)

upgrade to a new experience
audio & video tech essentials

[Click on Copy & Print](#)

[Well](#)
[Edit Profile](#)
[Proprietary Items](#)

[Quick Order](#)

Step 3: Select “Get Started” under Brand Identity (CSO)

Office DEPOT. Order By Item | My Lists

Search by Keyword or Item#

My Account 124 Orders Quick Entry My Lists Cart 0 Items \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

choose sustainable supplies celebrate Earth Day SHOP NOW

Home / Copy & Print Depot

Copy & Print Depot™

Document Printing Services



Count on us for copies, brochures, forms, posters, banners and more.

GET STARTED

File Cabinet



Easily retrieve and store documents from your dedicated file cabinet.

GET STARTED

Brand Identity (CSO)



Order your company's branded stationery products here!

GET STARTED

Featured Categories

Marketing Services

- Business Cards
- Stationery
- Greeting Cards
- Signs & Banners
- ▶ View All

Business Essentials

- Business Envelopes
- Labels
- Checks & Financial Forms
- Custom Stamps
- ▶ View All

Promotional Products

- Writing Instruments
- Drinkware
- Apparel
- Office & Desk
- ▶ View All

Custom Gifts

- Personalized Cards
- Personalized Calendars
- Promotional Gifts
- ▶ View All

Step 4: Select on Product Category (if applicable)

Office DEPOT.

YOUR LOGO HERE

Use your logo for
your Brand Identity
site

[View Cart](#)

[Office Depot Vertical Market Demo Site Catalog](#) / Higher Education

Search Catalog...

[Go >](#)

New search feature

Higher Education

Personalize the look
by using company
colors for background

Business Cards



Letterhead/Envelope/Labels



Brochure/Folder/Badge



Use images and
messaging to
customize the tiles

Post Cards



Step 5: Choose Quantity by product, Click “Create”

Office DEPOT.

[View Cart](#)

[Office Depot Vertical Market Demo Site Catalog](#) / [Higher Education](#) / Brochure/Folder/Badge

[Go >](#)

Brochure/Folder/Badge



Brochure - BR54

[Details](#)

1 box

Create



Presentation Folder - FD01

[Details](#)

1 box(es)

Add to Cart



Name Badge - NB01

[Details](#)

1 badge

Create

New
breadcrumbs
for easy
navigation

Step 6: Add your customization

Office DEPOT.

View Cart

QR Business Card - BC01

Quantity: 1 box(es)

Quantity:
Choose quantity in drop down

Zoom Level:
Increase or Decrease Preview Image

Cancel

Add To Cart

Customization:
As you add to the text fields,
the product will auto
populate for instant product
preview

Add Your Customization

Diaz
Title
Administrator
Address
5432 North 5th Street
City
Athens
State
GA
Zip
30601
Toll Free
1 (800) 555 - 4560
Telephone
1 (706) 555 - 1236
Fax
1 (706) 555 - 7611
Email
maria.diaz @unilarona.edu

Special Characters

+ Expand

Special Characters:
Allows you to add special characters to text
- Click in text field
- Click on Special Character box to choose from icons

Product Preview:

Zoom Level: 175%

View Full Size Image



View Full Size Image:
To view a PDF Image

Email Preview

Email Preview:
Allows you to email a preview to others

Cancel

Add To Cart

Add to Cart:
Adds item to cart to proceed to
checkout or continue shopping

Step 7: When finished ordering, select "Checkout" to enter billing and shipping data



Order By Item | [My Lists](#)



My Account ▾



Orders ▾



Quick Entry ▾



My Lists ▾



Cart ▾

1 Items
\$29.99

Office Supplies | Paper | Breakroom | Ink & Toner | Cleaning | Technology | Furniture | School Supplies | Copy & Print



buy now. use forever. postage stamps

SHOP NOW ▶

[Home](#) / [Find Your Product](#)

Print This Page

Shopping Cart

[Continue Shopping](#) [CHECK OUT ▶](#)

Description	Price/unit	Qty.	Available	B/O ⓘ	Total
 Full-Color Business Cards, 14 Pt., 4/0, 3 1/2" x 2", Uncoated, Box Of 250 Item # 914829 Entered Item # 914829 ▶ Manufacturer Direct	\$29.99 / box	1 EDIT VIEW Remove Item	1	0	\$29.99
Comments Update					

[Continue Shopping](#) [Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#) [CHECK OUT ▶](#)

Need Stamps?

Available: \$29.99

Backorder: \$0.00

Subtotal: \$29.99

[Add a Coupon \(More Information?\)](#)

[Estimate Shipping & Taxes](#)

1 item(s): \$29.99